

Job Title: Intermediate School Teacher / Girls Coach**Wage/Hour Status:** Exempt/Professional**Reports to:** Principal and Athletic Director**Date Revised:** 4.12.19**Dept./School:** Assigned Campus/Grade level/5th Grade/JV-JH coach

Primary Purpose:

Creates lesson plans, instructs students in grade level assigned subject and creates a well-rounded, comprehensive instructional program. Provide students with appropriate learning activities and experiences to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and 21st century skills to function successfully in society. Provide instruction and coach students to develop skills and ability to excel in assigned sport(s). Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications:**Education/Certification:**

Bachelor's degree from accredited university
Valid Texas teaching certificate with required endorsements or training for subject and level assigned
Demonstrated competency in the core academic subject area assigned
Current automated external defibrillator (AED) certificate and or able to obtain AED
Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements and or the ability to obtain a CDL

Special Knowledge/Skills:

Knowledge of core academic subject assigned
Knowledge of curriculum and instruction
Ability to instruct students and manage their behavior
Knowledge of coaching techniques and procedures
Knowledge of University Interscholastic League (UIL) rules
Ability to instruct and supervise student athletes
Excellent organizational, communication, and interpersonal skills
Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical

Experience:

One year student teaching or approved internship
One year experience as coach or participant in sport assigned.

Major Responsibilities and Duties:**Instruction**

1. Develop and implement lesson plans that fulfill the requirements of district's curriculum program and show written evidence of preparation as required. Prepare lessons that reflect accommodations for differences in individual student differences.
2. Plan and use appropriate instructional and learning strategies, activities, materials, equipment, and technology that reflect understanding of the learning styles and needs of students assigned and present subject matter according to guidelines established by Texas Education Agency, board policies, and administrative regulations.

3. Use a variety of instructional techniques and media to meet the needs and improve the abilities of student athletes in the sport assigned.
4. Manage and supervise athletic activities, contests, and practice sessions to promote individual growth in athletic skills, teamwork, and good sportsmanship.
5. Work with other members of school staff to plan and implement instructional goals and objectives to ensure the overall educational development of student athletes.

Student Growth and Development

6. Conduct ongoing assessment of student achievement through formal and informal testing.
7. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
8. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.
9. Be a positive role model for students; support mission of school district.

Classroom Management and Organization

10. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
11. Manage student behavior in accordance with Student Code of Conduct and student handbook.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Assist in selecting books, equipment, and other instructional materials.
14. Compile, maintain, and file all reports, records, and other documents required.

Program Management

15. Establish performance criteria for competition and evaluate students' athletic abilities initially and on a regular basis. Model performance criteria and physical movements required for successful student performance of sport.
16. Take all necessary precautions to protect student athletes, equipment, materials, and facilities.
17. Work with athletic director to schedule competitions and plan season activities including practices, special events, and tournaments.
18. Coordinate with transportation department for travel arrangements to out-of-town events. (Drive bus to transport student to out-of-district competitions.
19. Ensure compliance with all UIL rules.
20. Monitor and enforce student eligibility criteria for extracurricular participation.

21. Develop and coordinate a continuing evaluation of coaching program and make changes based on findings.

Student Management

22. Accompany and supervise student athletes during athletic competitions in assigned sports both at-home and on out-of-town trips.
23. Instruct and advise students on NCAA regulations with regard to academic requirements for scholarships and recruiting practices.
24. Apply and enforce student discipline during athletic contests, practice sessions, and while on trips off school property in accordance with Student Code of Conduct and student handbook.
25. Encourage, by example and through instruction, sportsmanlike conduct in all phases of athletic participation.

Communication

26. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.

Administration

27. Assist in selection of equipment and instructional materials.
28. Compile, maintain, and file all reports, records, and other documents required.
29. Initiate and approve purchase orders and bids in accordance with budgetary limitations and district policies.
30. Oversee process of cleaning, repairing, and storing all campus athletic equipment and maintain a current inventory of all equipment and fixed assets within program.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Athletic equipment, standard office equipment including computer and peripherals, and other instructional equipment; automated external defibrillator (AED); *operate school bus*

Posture: Prolonged standing; kneeling, squatting, bending, and stooping; *frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching*

Motion: Frequent walking and physical movements associated with sport(s) assigned

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and irregular hours;

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____